



UNIVERSITY of HAWAII at MĀNOA

OUTREACH COLLEGE
Continuing and Professional Programs

Certificate in Professional Communication

"Communication is the key to all relationships."

The ability to communicate clearly, effectively, and persuasively is a critical skill in today's workplace, no matter what industry you are in. Miscommunication leads to misunderstandings, errors, and frustration. This certificate program will help you develop powerful speaking, writing, and interpersonal communication skills and provides you with strategies to help you communicate more effectively.

Learn how to communicate a consistent message, successfully edit manuscripts, facilitate successful meetings, and implement strategies for improving career prospects and advancement, all critical for business productivity and personal growth.

WHO SHOULD ATTEND?

The Certificate Program in Professional Communication is suitable for working professionals, managers, business owners, consultants, and those who handle large volumes of information in different media.

UPCOMING COURSES INCLUDE:

Public Speaking for Professionals – Speaking with Confidence and Credibility (Mar 14 & 16)

Effective Business Writing (Apr 10 & 17)

Collaboration & Engagement: Wherever Your Teams Are! (Jun 8)

Proofreading Fundamentals for Business & Marketing Professionals (Jul 26 & 28)

For complete details and a list of courses, and to register:

outreach.hawaii.edu/professional-communication

Questions? Email hagal@hawaii.edu or call (808) 956-9249